Massillon Civil Service Commission

City of Massillon, Ohio
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EMPLOYMENT OPPORTUNITY

INCOME TAX AUDITOR

The City of Massillon is accepting applications for the full time position of Income Tax Auditor, under the direction of the Budget Director.

This is an unclassified position with a pay range of $15.2491 - $17.9222 per hour. The work schedule is Mon – Fri 8:30 AM and 4:30PM.

Applicants must meet the minimum requirements and successfully complete a background check.

Job Responsibilities, Minimum Qualifications, and The City of Massillon Job Application are available on The Massillon City Web Site (under job opportunities) or can be picked up at The Office of the Civil Service Commission in the Municipal Government Annex Administration Building, 151 Lincoln Way East, Massillon, Ohio 44646. Filing deadline date is February 3, 2017.

The City of Massillon is an equal employment opportunity employer.

CLASSIFICATION SPECIFICATION

INCOME TAX AUDITOR

UNCLASSIFIED

JOB RESPONSIBILITIES:

Under the direction of the City of Massillon Budget Director, this is a basic entrance level position auditing individual tax returns for computation and information verification.

Must be able to work with the public with preparing simple to complex tax returns, resolving tax discrepancies, and finding resolutions to tax related issues. Will be responsible for making daily deposits, filing necessary documents, and analyzing data for reporting purposes.
Use of a computer and computer software systems to enter data and process information.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited high school, trade school or G. E. D.
2. Considerable knowledge of accounting principles and practices with regards to taxation and income tax.
3. Skilled in computer programs used to complete tax returns and data input.
4. Must have effective oral and written communication skills.
5. Ability to establish and maintain effective working relationships within the department, businesses, residents, and the general public.

ILLUSTRATIVE DUTIES: The duties listed below are intended to depict tasks performed by this classification.

- Preparing tax returns
- Verifying information and correcting errors in mathematical calculations.
- Interacting and attentive follow up with tax filers and public requests.
- Entering data into software systems accurately. Writes reports and prepares audit functions.
- Works with other City of Massillon Departments to attain compliance.